



## **VOLUNTEER COORDINATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and implement the operations of the Police Department's volunteer program; and to perform a variety of tasks relative to the program.

### **Supervision Received and Exercised:**

Receives direction from a Police Commander or from other supervisory and management staff.

May supervise part time, temporary and/or administrative staff

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Prepare and oversee volunteer program budget and lead volunteer program consisting of 100+ volunteers.
- Work with command staff to ensure alignment with volunteer program and Departmental goals and objectives
- Ensure best practices and policies are in place to ensure appropriate levels of risk management for the volunteer program
- Provide leadership to volunteer program work plan; monitor volunteer work assignments and projects; review work product along with methods and procedures.
- Encourage participation in the volunteer program by providing information to the public; interact with local media and provide news releases, brochures, and other promotional information; interact with community organizations in recruitment of volunteers.
- Select, train, supervise, and evaluate work of volunteer staff in the Volunteer Office.

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### Volunteer Coordinator (continued)

- Screen, interview, and recommend volunteer applicants; conduct volunteer orientation; provide or coordinate volunteer training; ensure proper placement of volunteers.
- Provide training, consultation, and problem solving for supervisors of volunteers; serve as a liaison between volunteers and supervisors of volunteers.
- Develop and implement goals and objectives along with policies and procedures for the volunteer program.
- Prepare performance reports on operations and activities; maintain records of hours worked by volunteers and other related statistical information.
- Attend and participate in professional groups; committees; and meetings with command staff, department managers and supervisors.
- Develop and coordinate recognition activities and events for volunteers.
- Perform related duties as assigned.

### **Minimum Qualifications:**

#### **Experience:**

One year of program administration experience. Volunteer program administration / coordination especially in a public safety agency and/or two years of management experience is highly preferred.

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration, social sciences, or a degree related to the core functions of this position.

#### **Licenses/Certifications:**

None

#### **Examples of Physical and/or Mental Activities:**

- Lift heavy objects
- Operate city vehicles
- Use tools
- Work in a stationary position for considerable periods of time
- Operates computers, calculators and other office machines

*Effective November 1988*

*Revised March 2006*

*Revised Nov 2010 (Removed optional driver's license statement)*

*Revised July 2014 (Updated Supervision Received, job duties, and min quals)*

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Volunteer Coordinator (continued)

- Extensive reading and close vision work
- May require working extended hours

**Competencies:**

<http://www.tempe.gov/home/showdocument?id=26274>

**Job Code: 232**

**Status: Exempt / Classified**